



**CITY OF ROCHESTER
NEW BUSINESS
BUSINESS PERMIT APPLICATION**

Neighborhood and Business Development
30 Church Street - 121B Rochester, NY 14614

To be completed by Business Owner and/or Operator:

***Denotes required information**

*Business Address: _____

Business Phone: _____

*Business Name: _____

ZIP: _____

*Business Operator: _____

*Date of Birth: ____/____/____

Maiden Name (if applicable) _____

*Business Type: _____
F=Food Store (Includes take-out restaurants up to 6 seats)
R/S=Retail Store R=Restaurant B=Bar B/R=Bar/Restaurant
L=Laundromat D=Drug Store A=Automobile Service
S=Barber Shop/Salon/Tattoo Parlor

Related Licenses (Including Pending licenses):

Type: _____

Number: _____

Business Owner and/or Corporation/Partnership:

*Owner: _____

Maiden Name (if applicable) _____

*Home Address: _____

*Home Phone: _____ Cell: _____

ZIP: _____

Partners: _____

Date of Birth: ____/____/____

Date of Birth: ____/____/____

*Have you operated any other business in the City of Rochester which was required to obtain a Certificate of Use, Business Permit or any other license? YES ____ NO ____

If yes, please list (If you need to list more businesses, use additional sheet.):

Name of Business _____ Year Business Started _____

Address _____

Owner _____

Year and Reason Closed _____

I understand that false statements made on this application may result in the denial or revocation of the Business Permit. I also understand completion and submission of the application does not constitute a valid permit. Operation of your business is not permitted until your application has been approved and proper Business Permit has been issued.

*Business Operator Signature: _____

Date: _____

To Be Completed by City: FEE: N/C: _____ New: \$25.00 _____ Conditional: \$300 _____

ZONING: _____ Date: _____

Legal Use: _____

Permitted Hours of Operation: _____ AM/PM to _____ AM/PM

Active Permits? Yes _____ No _____

BUILDINGS: _____ Date: _____

Approved MAXIMUM Occupancy: _____ (Bars/Restaurants)

CODE ENFORCEMENT

Current C/O Yes _____ No _____ Date _____

Open Cases Yes _____ No _____

Nuisance Pts Yes _____ No _____ # Pts _____

DATE OF INSPECTION (If Necessary): _____ Time: _____

Case #: _____

CEO: _____ Date: _____ VIOLATIONS: YES _____ NO _____

The required approvals must be signed and dated by appropriate staff before a Permit will be issued.

NSC Administrator: _____

Date of Approval: _____

Permit #: _____



DOCUMENTS REQUIRED TO OBTAIN A BUSINESS PERMIT

- ___ Driver's License or other form of Photo ID
- ___ All Licenses and permits required for the operation of the business must be listed on the application. (If a required license has not yet been issued; it should be listed as pending on the application).
 - Food Store: NYS Cigarette and/or Alcohol permits
 - Restaurant: Liquor license
 - Retail Store: NYS Cigarette and/or Alcohol permits
 - Bar: Liquor License; Entertainment or Amusement Center license
 - Drug Store: NYS Cigarette or Alcohol permits
 - Barber Shop: Master Barber's license
 - Hair Salon: Cosmetology license
 - Natural Hair Styling, Nail, Waxing Salon: Appearance Enhancement license
 - Automobile Service: Registered NYS DMV dealer and/or repair shop license; any applicable NYS DMV license for specialty auto shops.
 - Second Hand Dealer/Pawn Broker: Certificate of Zoning Compliance
- ___ \$25 cash, check or credit card, payable to the City of Rochester Treasurer

Business Permits verify that the business can operate in the City of Rochester. The business is still required to uphold all laws and ordinances of the City of Rochester, including those related to Zoning, signage and safety. All licenses and permits required for the operation of the business must be maintained in good standing at all times.

COMMON APPLICATION QUESTIONS

1. Once the application is completed and accepted, the application is forwarded to your area NSC office for validation of applicant's information including a background check of all listed owners and operators.
2. The applicant will be notified in writing of any outstanding issues of concern. It is the applicant's responsibility to provide any additional information or documents required in order to approve the permit. It is also the responsibility of the owner/applicant to insure that the building is in compliance with all applicable NYS and City code and zoning laws and regulations.
3. An approved, or an approved on condition permit will be issued within 2 weeks of decision.